

1995

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
January 10, 1995

The meeting was called to order at 4:00 p.m. by Mr. Berryman. Present were Mrs. Davis-Barnett, Mr. Dendy, Mr. Eberhard, Mr. Elkins, Mr. Firor, Mr. Granberry, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, Mrs. Smith, and Mrs. Stroud. Mrs. Weeks was excused. Mrs. Ames and Mrs. Walker were also present as well as Mrs. Blake acting as secretary. Mr. Berryman introduced the new members of the board: Mr. Granberry, Mr. Heyl, Mrs. Stroud, and Mrs. Middleton, who is filling the unexpired term of Mr. Wilkins.

Mr. Pollock moved that the minutes of October 11, 1994 meeting be approved as mailed. Mr. Tritt seconded, unanimously approved.

Committee Reports

Mr. Eberhard reported for the Public Relations Committee summarizing sections of a plan a public relations class at UGA has completed for the library. Some of the plan's recommendations will be used in the public relations section of the Long Range Plan now being developed.

Mr. Berryman reported that the Foundation Committee was recommending the incorporation by-laws (appended) be adopted by the library board to manage gifts and the endowment funds of the Athens-Clarke County Library. After an explanation of the officers of the corporation and its purpose, Mr. Firor moved to adopt as proposed and Mr. Elkins seconded, unanimously approved.

Mrs. Lockamy reported that the Winterville Branch was proud to announce it had added 9 hours to its schedule.

Mrs. Nourse reported that the Friends of the Athens-Clarke County Library Book Sale would be held February 28 through March 4 at a location to be announced later. She explained the library had received over 50,000 books as part of the old Itzareader Olympic program so it will be a BIG sale.

Director's Report

Mrs. Ames gave an update on Mrs. Weeks health following her surgery. Everyone was glad to learn she was already at home and feeling better.

The Commissioners tours were a very positive experience and we have already had one immediate result. The Athens-Clarke County Library has been included in the County's on-going salary and performance review.

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Mrs. Ames presented three books in honor of out-going Athens-Clarke County Library Board members LaGrange DuPree, Beverly Copeland and Martha Hertz. Mrs. Ames also passed around the December, 1994, architectural issue of "Library Journal" in which our new building is one of those highlighted.

Mrs. Ames reported that Sue Epstein has been hired by the regional board to consult again on the automation aspect of the long range plan for technology. Because public library funding for technology is not presently included in the Governor's budget, Board members were urged to contact the Governor immediately. It is hoped this is just an oversight and that it will be remedied shortly.

For information purposes, Mrs. Ames explained the downtown kiosk/porta-structure branch idea for the civic center/fire hall. E. H. Culpepper is very enthusiastic and supportive of the idea and is willing to lobby for it and for the approximately \$200,000 it would take to put it there.

Mrs. Ames encouraged board members to attend Legislative Day on January 24 in Atlanta. A caravan will leave from here about 10:00 and be back by around 3:00. Registration will be paid for by the library.

Denny Blake of Hutchins, Cox, Stroud & Pierson was introduced to discuss Liability and Errors and Omissions Insurance coverage. He explained the general liability which protects the library and the proposal for adding the Errors and Omissions coverage for the Board of Trustees and who and what would be included. Mr. Firor moved that the Library adopt the Errors and Omissions policy until March 1, 1995 on a pro-rated basis and thereafter for 1 year to coincide with the General Liability term which renews March 1, 1995. Mrs. Nourse seconded, unanimous vote. It was agreed to put the matter of bidding out the entire library insurance package on the July agenda.

#### Unfinished Business

Mrs. Ames reported that meetings had been held with the Sandy Creek Nature Center about the library's resource corner there as part of SPLOST funding. Their board is very enthusiastic and wants to add both space and a big natural science collection for the Center. The Library, however, can only spend \$50,000 maximum for this collection.

The quilts exhibited throughout the room, the work of Elizabeth Barton, are to hang in the front stairwell on a long-term loan basis. Julie Walker invited board members to share their

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January 10, 1995

opinions of their favorites and to go and see the painting by Mary Porter which is almost completed. The plan is that it will also hang in the front stairwell on a long-term loan basis and each art form will complement the other.

Mrs. Ames reported that she is still requesting program suggestions until January 15 for the Olympic/Athens 96 planning meeting. The Library has been designated "The Family Place" and programs will reflect this.

Mrs. Walker passed out proposed goals which the library staff had developed and built upon the mission and vision statement the library board had developed in their long range planning sessions in October. The process is on-going and will be brought down to the department level next.

#### New Business

Mr. Berryman presented two policy issues for the board to review and vote upon. The first was the Meeting and Study Room policy. After some discussion the proposed policy was unanimously adopted as amended upon Mr. Firor's motion and Mr. Eberhard's second. The Funeral leave policy for staff was unanimously approved upon Mr. Pollock's motion and Mr. Ruffin's second.

Mrs. Ames presented the proposed FY96 Athens-Clarke County budget. It provides for a \$4000 increase in operating expenses (primarily for security), and a \$40,000 increase in the personnel budget at this time. Mrs. Ames invited board members to the budget hearings when they occur.

Mr. Berryman nominated Mr. Ruffin to the regional library to replace Mrs. DuPree. Motion from Mr. Tritt, second from Mrs. Nourse, unanimous vote. Mr. Berryman also reviewed the new board committee appointments.

There being no further business, the meeting was adjourned at 5:20 PM.

  
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Kathryn S. Ames, Secretary

**Minutes  
Athens Regional Library  
January 19, 1995**

The January meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Vice Chairman at 3:33. Attending from Athens-Clarke County were Mr. Berryman and Mr. Ruffin; from Franklin County was Gen. Phillips; from Madison County were Mrs. Carithers, Mr. Ginn and Mrs. Sweeny; from Oconee County was Mrs. Stancil and from Oglethorpe County were Mrs. Clark, Mrs. Toney and Mr. Hughes substituting for Mr. Downs. Mrs. Ames was also present as well as Mrs. Blake acting as secretary. Mrs. Weeks and Mr. Downs were excused.

Mr. Berryman introduced the new member from Athens-Clarke County, Mr. Gene Ruffin.

Minutes of the October 20, 1994 meeting were approved as mailed on a motion from Mrs. Toney and a second from Mrs. Sweeny, unanimous vote.

The Financial Report was given for information with an explanation from Mrs. Ames about the new style of report. There were several questions and a request from Mr. Ginn for printouts of both Madison and Franklin County financial reports.

Regional Reports followed.

**FRANKLIN COUNTY:** General Phillips reported that the Royston and Lavonia libraries had held a joint board meeting in December. He reported that there is a lobbying effort for additional funding underway right now.

**OGLETHORPE COUNTY:** Mrs. Toney introduced Mr. Hughes as the Building Chairman for the new Oglethorpe County Library and he reported on the new building. Mr. Hughes indicated they are still shooting for a March opening. There is still landscaping to do. Mrs. Weeks toured the building the week before.

**OCONEE COUNTY:** Mrs. Stancil reported that the proposed building projects there are now scheduled to start in January of next year. She announced that Oconee had a new board member, Mr. Peter Wyllie. Mrs. Stancil also reported that one of the library staff had formed a book discussion group and that 30 people signed up initially. They will meet monthly and even more people have indicated an interest.

**MADISON COUNTY:** Mrs. Carithers reported that construction for their addition may be finished soon. She announced a new board member for the Madison County Board, Mr. Stephen Sorrells who is the City Clerk for Comer and Carlton. The Friends of the Madison County Library are getting geared up and making arrangements for the Dedication of the library.

**ATHENS-CLARKE COUNTY:** Mrs. Ames reported that Library Board and staff members had given tours of the building to Athens-Clarke County Commissioners. They already appear to have been worthwhile because as a result of the tours and discussion about salaries, Mrs. Ames had been encouraged to write a letter asking that the library be included in the on-going county salary and performance review. She did and the Commission approved the inclusion this past Tuesday night.

The Young Adult Department held a lock-in for 6th and 7th graders in December which was a success.

The Winterville City Council voted funds to expand hours at the Winterville Branch to 15 per week. There has been a good response.

Since the last board meeting, the SPLOST referendum passed. Mrs. Ames has already met with Sandy Creek Nature Center about a resource center there.

**DIRECTOR'S REPORT:** Mrs. Ames reported that the Kidmobile was due to arrive in early February. This was funded by a small LSCA Grant and will visit low income day care centers in the region.

Southern Bell has finally discovered the telephone problem with the Royston line so that branch should be on-line very soon. Madison County was connected and worked perfectly. Once the cut through from the old building into the new addition is finished, installing will begin there. Lavonia will be the next location on line followed by Oglethorpe County.

There have been a few problems encountered with the Motor Voter registration process but they have been identified and distributed to the branches to solve.

**UNFINISHED BUSINESS:** Mrs. Ames encouraged everyone who could to attend Library Legislative Day January 24. She asked board members to please write to their state legislators and ask that public libraries be included in the technology/lottery funds in the Governor's budget. Mrs. Ames also mentioned that there was no increase in M & O or in the Materials budget in this year's budget either.

Mrs. Sweeny asked that Mr. Downs be contacted regarding obtaining copies of the picture taken of the new Bookmobile and the legislators and library board back in the fall.

Mrs. Ames also presented the chart which outlines the construction projects underway in the library system.

**NEW BUSINESS:** Mr. Berryman presented the insurance proposal for errors and omissions for regional coverage. He said that the Athens-Clarke County Board had agreed this was needed to protect board members against employment claims and first amendment claims. After some discussion Mrs. Clark moved to adopt the proposal, Mrs. Stancil second, unanimous vote.

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Mr. Berryman presented the funeral leave policy which includes the definition of relative and the number of days of paid sick leave allowed. Mrs. Carithers moved to adopt the proposal, Mrs. Stancil second. After some discussion the motion was unanimously approved.

Mrs. Ames issued a reminder that under changes in the Federal law libraries must be a smoke free environment because we serve children. The library system had already adopted a smoke free policy; however now employees who smoke must do so in areas that children will not pass through.

Because of the increase in postal rates, it was proposed to raise the cost of a reserve postcard to 35 cents - it is currently 30 cents. After discussion about raising the cost to 50 cents and how many were sent out daily (about 80), Mrs. Stancil moved to increase the cost to 35 cents, Mrs. Clark second. After further discussion the motion was passed with Mr. Ginn opposed.

Because Mrs. DuPree is no longer on the Library Board it was necessary to ask that Mr. Berryman be added to the list of those officers authorized to sign library and construction checks. Mr. Ginn moved that Mr. Berryman be added, Mrs. Stancil second, motion carried unanimously.

The Board was asked to authorize out of state travel for Mrs. Walker and Mrs. Belanger to Utah for a Dynix meeting in February; for Cathy Cook to attend the Museum Association meeting in Pittsburg in April; and for Mrs. Ames, Mrs. Walker and Mrs. Driver to go to Jacksonville Florida with Mumford books to pay all expenses. After considerable discussion on whether this would constitute a conflict of interest or an ethical problem to have the bookseller pay all expenses, Mr. Ginn moved to approve the out of state travel, Mr. Ruffin second and unanimous vote.

There being no public comment the meeting was adjourned at 4:28 PM.

  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
April 11, 1995

The meeting was called to order at 4:00 p.m. by Mrs. Weeks. Present were Mr. Berryman, Mr. Tritt, Mr. Dendy, Mr. Eberhard, Mr. Firor, Mr. Granberry, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Ruffin, Mrs. Smith, and Mrs. Stroud. Excused were Mr. Pollock and Mrs. Davis-Barnett. Mrs. Ames and Mrs. Walker were also present as well as Mrs. Blake recording the minutes. Mr. Elkins was absent.

The January 10, 1995 minutes were approved as mailed.

Financial Report

Mrs. Ames presented a financial report for information purposes.

Committee Reports

Mrs. Nourse reported that the Book Review Committee had considered two questions; one whether to accept a collection of books - based on book reviews the books were accepted; and second a complaint about two sci-fi books. Those books are part of the adult collection and it was decided that no further action was needed.

Mrs. Nourse also reported for the Friends. The book sale netted approximately \$7400. Family Fun Day is set for August 26 and we are beginning to think Olympics.

Mr. Berryman reported for the Athens-Clarke County Library Endowment Fund, Inc. that the articles of incorporation had been filed with the Secretary of State and the next step is to fill out the application for tax exempt status. He asked for suggestions for a non-library board member to add to the Endowment Committee.

Mrs. Lockamy, reporting for Winterville said that in January there was a 60% increase in use the first month of extra hours. She also mentioned the recent writing contest had garnered 62 entries.

Mr. Eberhard reported for the Public Relations Committee and said that we were close to getting a full-time PR staff member. As an item of information he asked that the board be prepared with a response if a controversy with the public library arose such as had happened in Gwinnett County. Some discussion followed about in place policies and formulating a plan for ground rules for public discussion.

Director's Report

Mrs. Ames gave a report on the future of public libraries in Georgia and the plans public library directors were making.

PeachNet was passed as part of a state legislative grant this year and it will wire the headquarters building.

Mrs. Ames mentioned the changes in personnel at the Library: Marilyn Pahr is the new collection development librarian; Jan Burroughs has been chosen the new Oglethorpe County Branch Manager; Betty Belanger, head of Technical Services will retire in August;

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April 11, 1995

Kevin Malloy, Children's, will be leaving at the end of summer; and Mrs. Ames and Mr. Eberhard have been interviewing PR candidates so there should be a new person in place in that area.

Mrs. Ames mentioned the Olympic Events calendar and said that events and activities start in September of this year.

Mrs. Ames reported having met with the Project Manager for SPLOST and that she had asked to have at least a first installment of \$100,000 for next year. There is no other money in the budget for materials.

The hearing date has not yet been set for the budget. Finance and Executive Board members will be notified.

Julie Walker explained the Department of Commerce grant - a Freenet community network. Dynix has been asked to donate our old big computer for this program.

#### Unfinished Business

Mrs. Ames announced the next Long Range Planning sessions for April 25 at 2:00 and May 3 at 2:30. She invited Board members to attend and meet with the staff groups involved.

Mrs. Walker reported that the painting by Mary Porter will be available at the end of June and Elizabeth Barton's quilts will be ready by then as well. The ad hoc committee of Mrs. Nourse, Mrs. Lockamy and Mrs. Weeks will need to meet before then to finalize the long term loan agreement for both the painting and quilts.

A building program to include Sandy Creek Nature Center as a branch as part of SPLOST will need to be completed by July.

An estimate was presented for the pedestrian walk through from Baxter Street into the library parking lot. The county will absorb the cost of the labor, but the materials will cost \$933. Mr. Firor moved to approve the cost of materials, Mrs. Lockamy second, unanimous vote.

#### New Business

Mrs. Walker and Mrs. Ames presented the computer upgrade requests. There was discussion about the reserve and its part in funding this request. Mr. Firor moved to authorize spending up to \$25,000 to fund the must have, need to have and some of the ought to have categories. Mr. Ruffin and Mr. Dendy second, unanimous approval. This will leave \$36,000 in the reserve.

The contract with DMG Associates was presented. This is the consultant who is doing the salary study for Athens-Clarke County in which we asked to be included. The funding for the \$3,000 for the contract would also come from the reserve. Mr. Berryman moved to sign the contract and spend the money. Mr. Eberhard, Mrs. Nourse, second and approval was unanimous.

There being no public comment, the meeting was adjourned at 5:21 PM.

  
Kathryn S. Ames, Secretary

**Minutes  
Athens Regional Library  
April 20, 1995**

The April meeting of the Athens Regional Library Board of Trustees was called to order by Mrs. Weeks at 3:32. Attending from Athens-Clarke County were Mr. Berryman, Mr. Tritt, and Mr. Ruffin; from Franklin County was Gen. Phillips; from Madison County were Mrs. Carithers, Mr. Ginn and Mrs. Sweeny; from Oconee County were Mrs. Stancil, Mrs. Owens and Mrs. Purvis; and from Oglethorpe County was Mrs. Clark. Mrs. Walker, and Mrs. Driver filled in for Mrs. Ames who was away and Mrs. Blake recorded the minutes. Mrs. Toney and Mr. Downs were excused.

Mrs. Weeks welcomed Mrs. Purvis, the new chairman of the Oconee County Library Board.

Minutes of the January 19, 1995 meeting were approved as mailed.

The Financial Report was given with an explanation from Mrs. Walker about each requested amendment. After each item was discussed and explained, Mr. Ginn moved to amend the regional budget as proposed with Mrs. Clark offering a second. The motion passed unanimously.

Regional Reports followed.

**OCONEE COUNTY:** Mrs. Stancil reported: 1) that as mentioned Mrs. Purvis had been elected new chairman; 2) that a special event was being planned for June 26. A concert by the youth choir from the Czech Republic will be performed at the Oconee Civic Center sponsored by the Library and a potential Friends group; 3) that the Library Board will be present at a hearing May 4 for a SPLOST referendum in Oconee to answer questions.

**OGLETHORPE COUNTY:** Mrs. Clark reported that the dedication for the new library building has been set for June 11 at 2:30 but that they still had not secured a speaker. Any ideas would be welcome.

**MADISON COUNTY:** Mrs. Carithers reported that their addition was down to the punch list on construction now. The proposed FY96 budget had been passed with limited increases only. The Friends of the Library group will help with the dedication and that the date had not yet been set. Also mentioned was the problem of a downward trend in circulation and that she had called for a task force to address the issue.

**FRANKLIN COUNTY:** General Phillips reported that the April meeting had no quorum present, but that he had appointed a committee to make revisions in the constitution to reflect the changes in funding agencies. He also mentioned that several board members were retiring from the board and he was actively seeking their replacements.

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April 20, 1995

**DIRECTOR'S REPORT:** Mrs. Walker highlighted items from Mrs. Ames report and reported on some computer technology information including a grant she has been working on. Mrs. Driver reported on the status of the Kidmobile, Job Launch and the Learning Place Library Literacy Project - all LSCA grants. Mr. Ginn raised a question about why the new bookmobile leans to one side. Mrs. Driver explained about the airbag problem and the efforts being made to correct it.

**UNFINISHED BUSINESS:** Mrs. Walker presented the low computer bids for both the Madison and Oglethorpe County Construction Projects for the Dynix system in those counties. Mr. Tritt moved to approve the bids, Mr. Ruffin second. There was no discussion and the vote was unanimous.

**NEW BUSINESS:** Mrs. Weeks presented the contract with DMG Associates which the Clarke County board approved two weeks ago. The \$3,000 is for the salary study for the staff of the Athens-Clarke County Library only. Mrs. Carithers moved to approve, Mrs. Clark second, unanimous vote.

Out-of-state travel for Mrs. Ames and Mrs. Walker to attend ALA Legislative Day Activities in Washington, D.C. was approved on a unanimous vote after a motion by Mrs. Clark and a second from Mr. Berryman.

Sides and Pope were approved as architects for the Bogart Library project upon a motion from Mrs. Clark and second from Mrs. Carithers, unanimous vote.

The policy on petty cash was adopted by a unanimous vote on a motion from Mrs. Carithers and a second by Mrs. Sweeny.

The policy on increasing the copy charges in the Heritage Room Fees was unanimously approved on a motion from Mr. Ruffin and a second by Mr. Tritt.

The policy on the dial-in services use agreement was discussed and approved as amended on a motion from Mr. Ginn and a second by Mrs. Carithers, unanimous vote.

Mrs. Weeks asked Mr. Berryman to look at our policies in case of disaster in light of the bombing tragedy in Oklahoma City.

Mrs. Clark queried whether we had received the books from the Davison School for the Hearing Impaired. We did receive that collection and it is being processed.

Mrs. Owens mentioned Alma Toves Walker's collection of travel slides which might be available to the library system. Mrs. Walker will investigate.

There being no public comment the meeting was adjourned at 4:30 PM.

  
Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
CALLED MEETING MAY 23, 1995

The meeting was called to order at 4:02 by Mrs. Weeks, Chairman. Present were Mr. Berryman, Mr. Dendy, Mr. Eberhard, Mr. Firor, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Also present were Mrs. Ames and Mrs. Blake who recorded the minutes. Excused were Mrs. Davis-Barnett and Mr. Pollock. Absent were Mr. Elkins, Mr. Granberry and Mrs. Smith.

The purpose of the called meeting was to discuss and vote on the proposal to change the concept of the Sandy Creek Nature Center Resource Center to a Branch Library.

Mrs. Ames outlined the details about using the SPLOST funds already approved as a local match to get additional funds from the State Department of Education Construction Grant. She explained how this branch library concept would change the resource center from one with a core reference collection for Sandy Creek Nature Center staff only, into a branch for the public to use; and how this would require the Library to provide a staff member.

Much discussion followed this presentation. Mr. Eberhard moved to continue our promised relationship under SPLOST and not proceed with a branch library, with Mr. Firor offering the second. The motion passed with Mr. Dendy opposed and Mrs. Stroud abstaining.

The meeting was adjourned at 4:55 following announcements.

  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
July 11, 1995

The meeting was called to order at 4:00 p.m. by Mrs. Weeks. Present were Mr. Berryman, Mr. Dendy, Mr. Eberhard, Mr. Elkins, Mr. Granberry, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, and Mr. Tritt,. Absent were Mrs. Davis-Barnett, Mr. Firor, Mrs. Stroud, and Mrs. Smith. Mrs. Ames, Mrs. Walker, and Miss Cook were also present as well as Mrs. Blake recording the minutes.

The April 11, 1995 minutes and May 23, 1995 minutes were approved as mailed.

Financial Report

Mrs. Ames presented a financial report for information purposes. Primarily the surplus between budgeted and actual expenditures was because of equipment purchases not yet spent. The FY96 Projected Budget was presented with explanations.

Committee Reports

Cathy Cook, Library Store Manager, reported on the Library Store FY95 finances as well as a short description of the Store's mission and purpose. She also displayed some of the more profitable items for sale in the store. Mr. Elkins moved that \$15,000 be put into a CD to invest store funds for library materials. Mr. Eberhard seconded and unanimous vote of approval.

Mr. Pollock reported for the Building and Grounds Committee the need for storage space for library shelving which will be used for both the Lyndon House and Sandy Creek Resource Centers. We are having to relocate from present storage in county facilities. After discussion, the board authorized Mr. Pollock and Mrs. Ames to take care of purchasing a storage building at a cost of up to \$2500 which will go into the fenced area behind the present library building.

Mrs. Nourse reported that the Challenged Materials Committee had reviewed one video after a patron complaint. The material is marked "R" and it was decided that no further action was needed.

Mrs. Ames reported in Mrs. Barnett's absence that the Finance Committee would be meeting shortly.

Mr. Berryman reported for the Athens-Clarke County Library Endowment Fund, Inc. that the application for tax exempt status had been made and that an outline of purpose needed to be sent.

Mrs. Nourse also reported for the Friends. The book sale proceeds were used to fund several items from a staff wish list, among them an outside video return unit, and they are thinking of authorizing additional expenditures. Family Fun Day is set for August 26.

Mr. Berryman reported on the draft of the Library Policy Manual given to each board member. He explained how it was organized and asked that board members please let their concerns and recommendations be known to Policy Committee members or to Pam Blake prior to the called meeting in September.

Mr. Eberhard reported that he had met with Mary Ratcliffe, the new Public Relations Specialist, and that she was doing a good job getting the Library's name in front of the public. Her focus is primarily Athens-Clarke County.

Mrs. Lockamy, reporting for Winterville said that the Winterville Board was meeting with the City Council to ask for funding to be returned for the additional hours. She also said they need some publicity about the existence of the Winterville Branch so east side Athens residents will be aware it is there for them to use.

#### Director's Report

Mrs. Ames reported on the many personnel changes: Mrs. Belanger is retiring August 31, and is being replaced with Tim Strawn who has been Acquisitions/Technical Services Specialist. Marilyn Pahr, Adult Services Librarian left to become a Valujet flight attendant and has been replaced by Judy Atwood. Pat Stauffer, Business Manager is retiring August 31. Kevin Malloy, Children's Assistant, is moving at the end of the summer and Linda Bindner, also in Children's Department is moving into his place. Alexa Mavromatis, in YA/AV Department, is moving into Linda Bindner's place. Valerie Frey and Jeremy Martin who presently work half time in other departments have also begun work in Extension as Homebound Library Assistant and Courier. Both Rick Kadhum and Diane Field are leaving the Circulation Department and there are two Outreach teacher positions open as well.

Several Board members, library staff and an Outreach student recently conducted a review of the Learning Center program. The strongest need was felt to be for teachers to recruit students from the communities the library serves.

The Library has received several grants: another JTPA Literacy Grant for Madison County; a federal literacy grant of \$35,000; an LSCA grant of \$22,000, a Library of America grant of \$150 and a Cultural Olympiad grant which is strictly confidential until July 19, 1995. It will fund part of the library's Olympic programming.

All branches in the library system will be closed September 21 for a Staff Development Day.

The salary study with DMG Associates is not yet finished. The Library should begin receiving about \$20,000 per month in SPLOST revenues around October 1.

Julie Walker reported that the materials needed to supply the PeachNet System have been ordered. Athens-Clarke County will be the first library to be installed. Mrs. Walker also reported that she had sent the County Attorney a list of 165 names of patrons who owe more than \$100 in library charges so the Attorney's office can send a letter out.

Circulation hit 600,000 in June! It has more than doubled since we've been in the new building.

Athens-Clarke County Library Board  
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David Firor's sister-in-law, Judith Jacobson, is speaking in the auditorium tonight. She is an expert on Zero Population growth. The Friends of the Library are sponsoring a reception.

The Long Range Plan draft is attached for the board's review.

#### Unfinished Business

Mrs. Walker reported that the painting by Mary Porter and one of Elizabeth Barton's quilts have been hung in the Library. The board was invited to look at them. The art work is on a two year loan from the artists.

The pedestrian walk through from Baxter Street into the library parking lot is almost complete. Work should be finished next week.

#### New Business

Children left after closing policy and staff recognition policy were noted as being included in the policy manual. Board members should be ready to vote on them in September.

Mrs. Weeks appointed David Firor, Marion Barnett and herself to the Nominating Committee to present a slate of officers at the October board meeting.

The FY 1996 Contract with the Athens-Clarke County government has been signed by Mrs. Weeks based on an approved process from last year. The Library received \$950,100 which includes a 2.5% increase for salaries, \$4,000 for security and \$12,000 for a half-time computer technician.

There will be a called meeting September 12 at 4:00 to vote on the Long Range Plan and the Policy Manual.

There being no public comment, the meeting was adjourned at 5:15 PM.

  
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Kathryn S. Ames, Secretary

**Minutes**  
**Athens Regional Library**  
**July 20, 1995**

The July meeting of the Athens Regional Library Board of Trustees was called to order by Mrs. Weeks at 3:30. Attending from Athens-Clarke County were Mr. Berryman, and Mr. Tritt; from Madison County were Mrs. Carithers, Mr. Ginn and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie and Mrs. Stancil; and from Oglethorpe County were Mrs. Toney and Mr. Downs. Mrs. Clark and Mr. Ruffin were excused. Mrs. Blake recorded the minutes. There were no representatives from Franklin County. Mary Ratcliffe, of the library staff and Dr. Wallace Eberhard, a member of the Athens-Clarke County Library Board, were also present.

Mrs. Weeks welcomed new board member Mr. Wyllie.

Minutes of the April 20, 1995 meeting were approved as received.

The Financial Report was given with an explanation from Mrs. Ames.

Dr. Eberhard and Ms. Ratcliffe made a public relations presentation to the board about how board members' can be ambassadors in their communities.

Regional Reports followed.

**OCONEE COUNTY:** Mrs. Purvis reported and introduced Mr. Wyllie as a new regional board member. There will be a SPLOST vote on September 19 of which \$350,000 is to fund a new Bogart Branch Library and renovate the Oconee County Library. The Oconee County Board of Education has raised the amount of its annual contribution by \$10,000. The concert by the youth choir from the Czech Republic was well attended and more than 60 individuals signed up to become Friends of the Library members. At the September 18 FOL meeting author Phil Williams will speak at the Civic Center. The Oglethorpe County Library was commended upon the dedication of their new building.

**OGLETHORPE COUNTY:** Mrs. Toney reported that the new building parking lot will soon be paved and landscaping added. The new branch manager is working out very well. Attendance has already doubled and even tripled on some days. Thursday nights are Family nights and various members of the community are reading to the children. The new branch manager has been asked to keep track of how many children come in and ask for help so statistics will be available in January to go to the Oglethorpe County Board of Education and ask for an increase in funding.

**MADISON COUNTY:** Mrs. Carithers reported that their addition was completed and all books moved, barcoded and weeded. The Madison County budget was approved July 11, 1995. Some downward trends in

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July 20, 1995

circulation have been noted and a task force has been appointed to work on this in August. There is a new employee, Linda Moak, who will handle the weekly children's storytime. The Friends group had a raffle and float at the Colbert Fourth of July celebration and raised \$300. A tentative dedication date of September 10 from 2-4 has been set. There will be an Open House at the Learning Center on August 31. Miriam Delk, Frank Ginn and Betty Sweeney were reappointed to the Board.

**FRANKLIN COUNTY:** Mrs. Ames reporting for Franklin County noted that there is a serious problem there. For the past two meetings no quorum has been present to conduct business or approve a budget. The Regional Board may have to take some action by the end of next quarter and discuss options.

**ATHENS-CLARKE COUNTY:** Mrs. Weeks highlighted the Library's designation as part of the Cultural Olympiad. It is an honor for our library. The Library has also been chosen to participate in a fundraising training program sponsored by the Kellogg Foundation in Atlanta. Athens-Clarke County Library is on the verge of setting up an endowment here to benefit the library. Friends have donated an outdoor video return, audiovisual listening stations and display units for the Talking Book Center with more to come. Our SPLOST begins parcelling out \$20,000 per month this fall for new books. In June we topped 600,000 in circulation which has more than doubled since we moved in. Library Board, FOL, and staff have all been working on a new 5-year Long Range Plan. The Library has some new artwork on long-term loan and board members were invited to see it and to attend a reception on Sunday to thank the artists.

**DIRECTOR'S REPORT:** Mrs. Ames described the road trips the staff has recently taken around the region. They began in Bogart and learned some things at each branch. (Bogart has the best use of space, Madison County Learning Center the friendliest people, etc.) They also found a great need for books at each branch. Unfortunately the state materials budget has remained at the same funding level for the past 5 years; with the impact of inflation, this results in a decrease in the number of books purchased. If materials are not added from the state budget, it needs to be done on a local level perhaps through our Friends groups. Mrs. Ames also announced some regional staff changes: The Business Manager, Pat Stauffer, and the Manager of Technical Service, Betty Belanger are both retiring August 31. T. Strawn, a staff member, will become Head of Technical Services. In Collection Development, Marilyn Pahr has left and Judy Atwood has been hired and began this week. Athens-Clarke County computer technician, Jon Monk, has been utilized out in the region to repair or hook up equipment. Additional computer assistance will be an issue for next year's budget.

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**UNFINISHED BUSINESS:** The Kidmobile should arrive tomorrow. The Bookmobile will be going back to Jacksonville to repair the tilting problem as the truck is still under warranty. The State Board is supporting raising M & O per capita. For the PeachNet rollout there is no money to pay telecommunication charges. Public Library Services is also asking for funds to replace LSCA monies.

**NEW BUSINESS:**

1. Staff Development Day was presented as a region wide request to close all libraries for one day, September 21, 1995, so that all employees may attend workshops provided at headquarters. Mrs. Stancil moved to accepted the proposal as presented Mrs. Toney second. Motion was approved with all voting yes except Mrs. Carithers.
2. The Madison County JTPA Grant of \$55,052 was accepted upon a motion by Mrs. Toney and a second by Mr. Downs. Unanimous approval.
3. An Athens-Clarke County Federal Literacy Grant to expand literacy services in the amount of \$34,997 was accepted upon a motion by Mrs. Carithers and second by Mrs. Toney. Unanimous approval.
4. Out-of-state travel for Mrs. Ames to attend a Library Leadership Conference in Maryland for a week was approved unanimously upon a motion by Mr. Downs and a second by Mrs. Sweeney.
5. The State M & O and Talking Books Center Grants were unanimously approved upon a motion by Mr. Tritt and second by Mrs. Toney.

It was noted that for the first time since 1989 the board did not vote on a construction issue.

There being no public comment the meeting was adjourned at 5:25 PM.

  
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Kathryn S. Ames, Secretary


MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
CALLED MEETING  
September 12, 1995

The meeting was called to order at 4:02 by Mrs. Weeks, Chairman. Present were Mr. Berryman, Mrs. Davis-Barnett, Mr. Eberhard, Mr. Firor, Mr. Granberry, Mr. Heyl, Mrs. Middleton, Mr. Pollock, Mrs. Stroud, and Mr. Tritt. Also present were Mrs. Ames and Mrs. Blake who recorded the minutes. Excused were Mr. Dendy, Mr. Elkins, Mrs. Lockamy, Mrs. Nourse and Mr. Ruffin. Absent was Mrs. Smith.

The purpose of the called meeting was to review, discuss and approve the policy manual for the Athens-Clarke County Library. Following changes in the Athens Shelf, Availability of Service, Challenged Materials, Circulation, Donation, Open Records and Meetings and Public Use of Library Equipment policies the policy manual was approved as changed upon a motion by Mr. Firor and a second from Mr. Tritt, unanimous vote.

It was agreed to postpone action on the Long Range Plan until the regularly scheduled board meeting in October.

The meeting was adjourned at 5:45 following announcements.

  
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Kathryn S. Ames, Secretary

MINUTES  
ATHENS-CLARKE COUNTY LIBRARY BOARD  
October 10, 1995

The meeting was called to order at 4:01 p.m. by Mr. Berryman, Vice Chairman. Present were Mrs. Davis-Barnett, Mr. Dendy, Mr. Eberhard, Mr. Firor, Mr. Heyl, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Excused were Mr. Elkins, Mr. Granberry and Mrs. Weeks. Absent was Mrs. Smith. Mrs. Ames and Mrs. Walker, were also present as well as Mrs. Blake recording the minutes.

The July 11, 1995 minutes and September 12, 1995 minutes were approved as mailed.

Financial Report

Mr. Tritt gave the report for information only. The revenues are slightly behind last year's total at this time, but fines are expected to increase in the next quarter.

Committee Reports

Mrs. Davis-Barnett presented a Financial Policy for consideration. It was unanimously approved upon a motion by Mr. Tritt and a second by Mr. Dendy. Next Mrs. Barnett asked for authorization for the Finance Committee to bid out both the banking and insurance services of the library. This was done upon a motion by Mr. Firor and a second by Mr. Eberhard. Third, merit salary increases totaling \$12,511 were asked for several key employees to be funded from the reserve. The attached memo details both the employees and the increases being sought. This was unanimously approved upon a motion by Mr. Firor, second by Mrs. Lockamy.

Mr. Pollock reported for the Building and Grounds Committee that the carpet in the small conference room is badly stained and the committee is recommending replacing the carpet with a higher grade which could be easily cleaned, to be funded from the reserve. Mr. Firor moved that the Building and Grounds Committee be authorized to select the best carpet for the least money to replace the old one. Carpeting the main staircase to reduce the noise was also discussed briefly, but a decision was tabled until more information could be obtained. A need for 3 or 4 future administrative type offices for personnel hired for Peachnet was also discussed. Spaces all over the library had been considered. It was voted upon following a motion by Mrs. Stroud and a second by Mr. Firor to use the storage room and partition work spaces there; it would not impinge on any public areas and the only real expense would be telephone and computer lines.

Mr. Berryman reported for the Foundation that a meeting is planned in the next few weeks to set up the details of tax exempt status and organizational matters.

Mrs. Nourse reported for the Friends of the Library that they would be funding a traveling Dali art exhibit in January. October 24 is the yearly Friends meeting. The Friends have voted to fund a staff recognition program and a PR packet for Athens newcomers. Family Fun Day was the best ever and the most well attended.

Athens-Clarke County Library Board  
October 10, 1995  
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Mrs. Lockamy, reporting for Winterville said that the City Council had extended funding for the additional hours there. She also said that for Halloween there would be ghost storytelling on the porch of the library. Posters have been put in the east side schools promoting use of the Winterville library.

Mr. Eberhard distributed the handouts from Mary Ratcliffe, PR Specialist, detailing publicity this quarter.

Mr. Berryman reporting for the Policy Committee asked that board members replace the first draft of the policy manual with today's final, edited version. Also in the Personnel section, it was unanimously approved to change probation from three months to six months upon a motion by Mr. Firor and second from Mr. Heyl.

#### Director's Report

Mrs. Ames began by thanking Mrs. Walker for making a speech to the Royston Rotary for her and to Mrs. Blake for her work on the Policy Manual. She then displayed the Cultural Olympiad Award which the board had heard about at the last meeting. The Library is excited to learn that we won a Kellogg Grant to a workshop on Fundraising to be held in Atlanta. Nakanishi Manufacturing Corporation has invited the library to participate in its celebration of a new addition this Saturday. We were told to expect a nice check. Linda Schrenko, State School Superintendent, made a tour of Athens-Clarke school automation facilities and Mrs. Ames was invited to participate. The DMG salary study has issued a preliminary report. It would cost approximately \$100,000 plus benefits to bring all full-time people up to entry level. It would cost \$300,00 to bring part-time employees to entry level. The library has submitted two grant applications recently: 1) ALA sponsored grant for \$35,000, jointly with the Athens Regional Medical Center and the Athens-Clarke County Health Department. 2) Barbara Bush Foundation Literacy grant for \$50,000 in conjunction with Athens Tutorial. Already funded is a \$35,000 Federal literacy program at Stonehenge and an Even Start grant with Clarke County Schools. Glen Newsome in the governor's office asked for 10 ways to improve libraries without spending any money. The task force of which Mrs. Ames is a member came up with the ideas presented in your handouts.

Julie Walker reported that Athens-Clarke will be one of three libraries to be Peachnet mailservers for the rest of the state. This means we will get better equipment. The state has purchased the equipment and we anticipate that it will be installed in November. We will have 4 dial-in lines and 4 computers (Athens-Clarke will also purchase 2 computers so we can have 6). Because of the technology involved we will be bringing some policy issues to the board in January along with a demonstration of how the system will work. E-mail accounts will be free according to an agreement with the state. We will need a big PR plan to go along with this technology. Staff development day was a great success with 67 people attending region-wide.

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Unfinished Business

Janet Wright reported on the Long Range Plan. She reiterated the process and asked that a board committee be appointed to work with the staff committee to finish up work on the plan. Any board members interested in serving on the committee should let Mrs. Ames know.

Mr. Firor reported for the Nominating Committee and presented the following as officers for the next two years: Mr. Berryman, Chairman, Mr. Pollock, Vice Chairman, Mr. Tritt, Treasurer. Following Mr. Dendy's second the slate was unanimously approved.

New Business

John Culpepper of the Athens-Clarke County Finance Department has asked that we receive the SPLOST IV invoices, then submit a request for a check to be cut to have the county reimburse us. This could cause us some cash flow concerns. It was agreed to try this plan and to look at it in 3 months to see how it is working.

The Board accepted the recommendation of Mrs. Ames and all department heads to restrict all non-mandatory leave during the time the Olympics are in session. The motion was made by Mr. Firor, second by Mr. Pollock, unanimous approval. With good advanced planning, the board feels everyone's satisfaction can still be met and the library remain fully staffed. Because of concerns over parking for staff during this time, the Board agreed that we should ask if we could use the Temple lot during the day.

Other Business

A letter, received today, requesting reconsideration of the "Creation" magazine for inclusion into our collection has been referred to the Challenged Materials Committee.

There being no public comment, Mrs. Ames commended Mr. Firor for his service to the board and invited both him and Mrs. Weeks, whose board terms will have expired, to come back to the January meeting so the board can say thank you.

The meeting was adjourned at 5:45 PM.

  
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Kathryn S. Ames, Secretary

**Minutes  
Athens Regional Library  
October 19, 1995**

The October meeting of the Athens Regional Library Board of Trustees was called to order by Mrs. Weeks at 3:32. Attending from Athens-Clarke County were Mr. Berryman, and Mr. Ruffin; from Franklin County were Mrs. Sorrow, Mr. Veal and Gen. Phillips; from Madison County were Mr. Ginn and Mrs. Ryder substituting for Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie; and from Oglethorpe County were Mrs. Toney and Mr. Downs. Mrs. Carithers was excused. Mrs. Clark, Mrs. Stancil and Mr. Tritt were absent. Mrs. Ames and Janet Wright, TBC Librarian were also present. Mrs. Blake recorded the minutes.

Mrs. Weeks welcomed new board members Mrs. Sorrow and Mr. Veal from Franklin County,

Minutes of the July 20, 1995 meeting were approved as received.

The Financial Report was given by Mrs. Ames as information and in summary form. Detailed reports were given at each local board meeting this month.

Janet Wright, Talking Book Center Librarian, explained the services of her area of the library. The TBC located here serves 17 counties with 3 kinds of media for those print and physically handicapped. Mrs. Wright asked board members to help identify those who need the TBC's services, to encourage them to call the 800 number to sign up, and to find volunteers to serve out in their individual counties.

Regional Reports followed.

**FRANKLIN COUNTY:** Gen. Phillips reported that the crisis noted at the last regional meeting has been resolved and a full complement of board members is now in place. The constitution has been amended so all funding agencies now have representation on the board. The board will now begin working on increasing funding contributions, especially from Board of Education.

**MADISON COUNTY:** Mr. Ginn reported the dedication of the new addition on September 10. In November a task force will meet to work on ways to strengthen circulation. Jennie Ruth Echols has decided to step down as branch manager but will continue to work on a part time basis making it necessary to seek a new branch manager. New officers of the board are Chair, Frank Ginn; Vice-Chair, Sara Haygood; Secretary, Betty Sweeny.

**OCONEE COUNTY:** Mrs. Purvis congratulated the Madison County Library on its dedication and the service it provides. Oconee circulation is up. The library and local schools are participating in the Jump Start program. Four new positions will be available on the Oconee Library Board in January. Peter Wyllie has consented to serve as Building Chairman for both new construction projects.

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Athens Regional Library Board  
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Rosemary Stancil is working with the Friends of the Library. At the September 18 FOL meeting, author, Phil Williams spoke at the Civic Center. Staff were very happy with staff development day and hope to have it next year.

**OGLETHORPE COUNTY:** Mrs. Toney reported that circulation has more than doubled and one month circulation was even better than Madison County's circulation - a real coup. There are new officers of the library board: Chairman, Ted Hughes; Vice Chair, Wingate Downs; Secretary, Vicki Spratlin. There is still some landscaping to be done and plans are underway to transfer the old sign to the new building. A mural will be added to the children's section. A program on Indian artifacts has been presented with several others being planned.

**ATHENS-CLARKE COUNTY:** Mrs. Weeks noted the large presentation check behind her from Nakanishi Manufacturing Corporation for \$5,000. It was given to the library last Saturday when Nakanishi opened a new addition. It is hoped that it will be seed money for the Endowment. Every first Sunday of the month the Friends of the Library are sponsoring a musical event here. There is also a brown bag lunch book discussion group on the last Friday of each month. There will be a ghost storytelling presentation in the Children's department on October 31. The Building and Grounds Committee has been looking into solutions for problems with the flooring in both the small conference room and main staircase. They are also trying to find a way to make room for new Peachnet staff. The Friends of the Library have been very active in programming and purchasing equipment for the library. The Athens-Clarke County long range plan of action is about to be completed. Board and staff are working together for a final draft.

**DIRECTOR'S REPORT:** Mrs. Ames began her report based on the handouts in the packet. 1) Athens-Clarke Friends of the Library newsletter also has regional news. 2) Mrs. Ames is part of a task force looking at the services of DPLS and the State DOE about where public libraries should be and how they should be structured to work best together. 3) Gwinnett Daily Post article on censorship included here for the board's information. 4) Mr. Wyllie has asked for some benchmarks on circulation, costs, etc. 5) ALA midwinter meeting handout has a session on advocacy which might be particularly helpful to board members. 6) Information on plans of Linda Schrenko, State School Superintendent. 7) Summary of comments about staff development day. Mrs. Ames explained that the Peachnet computer equipment will be installed in November, providing our access to the Internet at no charge. In January we will have e-mail accounts and a demonstration. Even Start grants are now available in your counties through your local school districts. Please apply.

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Athens Regional Library Board  
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**UNFINISHED BUSINESS:** The Evaluation of the Director is done annually. The Executive Committee met August 8, 1995 for this purpose, and the review is on file.

**NEW BUSINESS:**

1. The proposed Financial Policy was presented and unanimously approved upon a motion by Mrs. Toney and a second from Mr. Berryman
2. The proposed Policy Manual was presented for the board to review, and make suggestions for changes in writing prior to the next board meeting. The board was asked to be prepared to vote at the January meeting
3. Mrs. Weeks appointed a Nominating Committee of herself, Mrs. Toney and Mrs. Carithers to prepare a slate of regional library officers to be voted upon in January.
4. The Library Board was asked to delegate authority to the Athens-Clarke Library Board for a "Resolution by Corporation Conferring General Authority on Officers to Assign Securities" so that a gift of stock may be sold to go toward the Endowment. The motion was made to adopt by Mr. Ginn, second Gen. Phillips, unanimously approved.

There being no public comment the meeting was adjourned at 4:40 PM. Mrs. Ames made an announcement that Pat Carithers was retiring from the board after 10 years of service. A book honoring that service will be placed in the Madison County Library. Also retiring after more than 10 years of service is Mrs. Weeks. A gift book in recognition of her service was also presented.

  
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Kathryn S. Ames, Secretary